

**OAL CHECKLIST
FILE & PRINT/PRINT ONLY**

OAL File No. _____ - _____ - _____ P Agency: _____

Reviewer: _____ Due Date: _____

(All citations are to the Government Code, unless otherwise specified. CCR means California Code of Regulations.)

REQUIREMENT

PROBLEMS

1. FORM 400 (1 CCR 6)			
Is the name of rulemaking agency in AGENCY WITH RULEMAKING AUTHORITY box? (1 CCR 6(b)(10))	Y		N
Is the subject described in SUBJECT OF REGULATION(S) box? (1 CCR 6(b)(1))	Y		N
Are all SECTIONS AFFECTED and TITLES listed? (1 CCR 6(b)(1))	Y		N
TYPE OF FILING (1 CCR 6(b)(3)):			
For FILE AND PRINT ONLY: Are the regulations required to be adopted by the APA but expressly exempted by statute from OAL review?	Y	NA	N
<i>If "yes,"</i> --Is "File & Print" box checked in B.3?	Y	NA	N
For PRINT ONLY: Are the regulations exempt from having to be filed with the Secretary of State because they are either expressly exempted by statute from the APA or from the filing requirements of 11343, but the agency seeks printing per 11343.8?	Y	NA	N
<i>If "yes,"</i> --Is "Print Only" box checked in B.3?	Y	NA	N
Is the EFFECTIVE DATE designated (1 CCR 6(b)(5))?	Y		N
If regulations are adopted per the APA but expressly exempted by statute from OAL review, have applicable requirements of 11343.4 been satisfied?	Y	NA	N
Is the effective date specifically prescribed by an underlying	Y	NA	N

statute?	Y	NA	N
<i>If an early effective date is requested, is a written request demonstrating good cause included? (11343.4(c))</i>	Y	NA	N
<i>If a later effective date prescribed by agency, is this in a written instrument filed with, or as part of, the regulation? (11343.4(b))</i>			
If regulations are expressly exempt by statute from the APA or the filing requirements of 11343, is effective date correct under other applicable law?	Y	NA	N
Is the name of agency CONTACT PERSON and TELEPHONE NUMBER included? (1 CCR 6(b)(7))	Y		N
Does it include the SIGNATURE OF AGENCY HEAD OR DESIGNEE? <i>Note:</i> Designee must be listed in a signed delegation order in rulemaking file or on file with OAL. (1 CCR 6(b)(8))	Y		N
Is it dated? (1 CCR 6(b)(8)(D))	Y		N
Is the name and title typed? (11343(f), 1 CCR 6(b)(8)(E))	Y		N
2. REGULATION TEXT			
Is the final regulation text attached to the original and six copies of the Form 400? (11343; 1 CCR 6(a))	Y	NA	N
INCORPORATION BY REFERENCE (1 CCR 20) Are any document(s) or form(s) mentioned in the regulations that have a regulatory effect?	Y	NA	N
<i>--If "no," go to block "REGULATION TEXT" below.</i>	Y	NA	N
<i>--If "yes," is the agency incorporating them by reference? -- If "no," all provisions in the document or form must either be: (1) in existing regulation(s) or statute(s); or (2) in the proposed regulation to be printed in the CCR.</i>	Y	NA	N
<i>--If "yes," are the document(s) or form(s) attached to the original Form 400 for filing with the Secretary of State? Note: Six duplicate copies of document incorporated by reference not required for formal publication reasonably available from commonly known or identified source (1 CCR 20(d)).</i>	Y	NA	N
Is the title of the document or form clearly set out in the text?	Y	NA	N

<p>Is there a statement in the text that specifically identifies which portions of document/form are incorporated?</p>	Y	NA	N
<p><i>If document(s) or form(s) that are incorporated are being amended, are the changes clearly indicated by underline/strikeout?</i></p>	Y	NA	N
<p>Is there a statement in the proposed text that includes the revision date (or other specific identifier) of the particular version incorporated?</p> <p>Exception: <i>No date required if authorizing statute requires adoption/enforcement of incorporated provision and any subsequent amendments.</i></p>	Y	NA	N
REGULATION TEXT			
<p>Do(es) the regulation section number(s) fit into the CCR?</p>	Y		N
<p>Are Authority and Reference citations included with the final text? (1 CCR 8(a)(1))</p>	Y		N
<p>Does the underlying text (and Authority and Reference cites) match what is printed in the CCR? (11344)</p>	Y		N
<p>Does the final text show changes to the CCR in underline/italic and strikeout format for additions and deletions; if adoption of new final text, then clearly indicated that all is to be added to CCR? (1 CCR 8(b))</p>	Y		N
<p>If the filing was adopted per the APA, but is expressly exempted by statute from OAL review, <i>is each provision in the filing included within the express statutory exemption?</i></p>	Y	NA	N
<p>Or, if the filing is expressly exempted by statute from the APA or the filing requirements of 11343, <i>is each provision in the filing included within the express statutory exemption?</i></p>	Y	NA	N